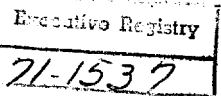


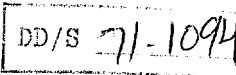


Records Executives
And Administrators



MAR 25 1971

P. O. Box 4259
Grand Central Station
New York, N. Y. 10017



NATIONAL
BOARD OF DIRECTORS
1970-1971

Honorable Richard Helms
Director of Central Intelligence
Washington, D. C. 20505

PRESIDENT

Dudley F. Judd
Standard Oil Company (N.J.)
30 Rockefeller Plaza
New York, N.Y. 10020
(212) 974-6564

Dear Mr. Helms:

We are pleased to announce the seventh in a series of annual awards for outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government. This year the Association of Records Executives and Administrators is again providing sponsorship for this awards program.

VICE-PRESIDENT

Harold J. Koenig
National Archives & Records Service
8th & Pennsylvania Ave., N.W.
Washington, D.C. 20408 Room 102
(202) 962-3257

During the last six years Federal Agencies have nominated 118 men and women for their paperwork management efforts. Each of these received National recognition; 39 were given special awards. This year the Association hopes that participation by Federal Agencies will continue to grow. We sincerely believe that the Awards program is a most important means for directing attention to one of management's most critical problems — paperwork.

SECRETARY

Edne A. Falbo
Agency For International Development
New State Building
Washington, D.C. 20523 Stop 100
(202) 632-9345

TREASURER

Alice Klingsberg
The New York Times Co.
229 West 43rd Street
New York, N.Y. 10036
(212) 556-1958

IMMEDIATE PAST PRESIDENT

Harold A. Moulds
H.M. Record Services
3087 Universal Road
Mississauga, Ontario, Canada
(416) 362-4835

President Nixon's interest in this field is demonstrated by his memorandum of December 9, 1969, to his cabinet and other key personnel. "I think each Department should consider giving annual awards to individuals in the Department who came up with workable ideas for savings in personnel, paperwork, program duplication, etc." This interest was reinforced in 1970 by the President's support of the project to improve Federal reporting and reduce related paperwork.

DIRECTOR

Jo Ballin
Systems Development Consultants Inc.
501 Fifth Avenue
New York, N.Y. 10017
(212) 867-8098

DIRECTOR

Gerard J. Kane
Central Intelligence Agency
Washington, D.C. 20505 Stop 64
(202) 351-2468

DIRECTOR

John J. Shurman
National Archives & Records Service
8th & Pennsylvania Ave., N.W.
Washington, D.C. 20408 Stop 220
(202) 963-4425

We urge that your Agency have a nominee this year. The program affords your agency an excellent opportunity for identifying significant accomplishments and for honoring the individual who has made these accomplishments possible.

DIRECTOR

Julius Gambino
J.C. Penney Co., Inc.
1301 Avenue Of The Americas
New York, N.Y. 10019
(212) 057-4839

Details concerning the awards are contained in the enclosure. We will be pleased to answer any questions you may have concerning the award.

CONFERENCE CHAIRMAN

Alfred E. Musial
The Port Of New York Authority
111 Eighth Avenue
New York, N.Y. 10011
(212) 620-8318

Sincerely,

Dudley Judd
DUDLEY JUDD
President

Enclosure

THE SEVENTH ANNUAL
FEDERAL PAPERWORK MANAGEMENT AWARDS

PURPOSE

This is an annual award to one or more managers in the Federal Government. The purpose of the award is to recognize and stimulate outstanding leadership and professional excellence in promoting effective management of the Federal Government's paperwork.

SCOPE

"Paperwork" as envisioned by the awards program covers the totality of recording activities from creation, through arrangement and use, to final preservation or destruction. It covers every type of recording media, including paper, microfilm, and magnetic tape.

"Paperwork" is present in every office for it is the integral systems part of administrative support work, management information flow, and written communications. From the system comes the management effort to channel and control paperwork so that it contributes to the goals and objectives of the organization. Automation, in its many aspects, is a most important consideration in the scheme for managing paperwork. Because of the nature of Government, paperwork not only is present in internal operations, but involves industry and the public on many fronts.

NATURE OF AWARD

A walnut plaque, appropriately inscribed, will be given to each nominee selected.

ELIGIBILITY

All employees of the Legislative, Judicial, and Executive Branches of the Federal Government are eligible.

NOMINATIONS

Nominations must be submitted by July 15, 1971 to:

Awards Committee
Association of Records Executives and Administrators
Post Office Box 4259, Grand Central Station
New York, New York 10017

In the Executive Branch, one nomination will be submitted by a Department or Independent Agency. Each Department and Agency will determine its own screening and selection procedure. From the nominations received, the Association (AREA) will select those to receive awards.

NOMINATION FORMAT

Nominations should follow the pattern below. It is a guide, not a rigid format. However, all items that appear in the guide must be covered in the material supporting the nomination.

- A. Biographical Sketch of Nominee -- A brief statement is needed to relate the background, experience, and education of the nominee to the content and scope of his paperwork management accomplishments.
- B. Description of Accomplishment -- Describe in specific terms the work or contribution for which the nomination is being submitted. The period of time covered by the accomplishment is not specifically limited in years. However, the basis for the nomination should reflect current or relatively recent work rather than overall duties performed over a long period of years.

The description of the accomplishment should include:

- * Its objectives and significance;
 - * Methods used;
 - * Its relation to previous work attempted in this field - if any;
 - * Names of any cooperating individuals, departments or agencies;
 - * Its impact: whether internal-agency, multi-agency, or Government-wide. Also cover its impact outside the Government, if applicable.
- C. Results -- Describe separately both achieved and anticipated results. Results should be expressed in terms of savings or other benefits such as expanded services, decreased time requirements, and increased management capabilities.
- D. Digest -- Describe briefly (four or five hundred words or less) the above accomplishment, its scope and results. This digest will be used in the official program. It should describe succinctly the highlights of the accomplishment, particularly the achieved or anticipated savings and results.

One (1) originally-signed nomination and three (3) copies are to be submitted.

DOCUMENTATION

Present the best possible case for your nominee. The material you supply will be used by AREA for judging and for publication. Therefore, it is important that the submission adequately describe the nominee's contribution to effective paperwork. Since there will be no time for follow-up between AREA and the Agency, it follows that the nomination submission should be adequately documented. While good documentation is desired, the Association would also like to stress the importance of briefness in the presentation.

PRESENTATION

Awards will be presented at an Awards Presentation Luncheon, 12:00 noon, November 10, 1971, at the Washington Hilton Hotel, Connecticut Avenue at Columbia Road, N. W. Washington, D. C. AREA will host the awards ceremony; each person attending (other than award winners and official guests) will pay an entrance fee to defray cost of the lunch.

STAT

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